

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Revisions to the Professional and Scientific Classification System
Date: May 12, 2003

Recommended Action:

Approve the following revisions to Professional and Scientific Classification System at the University of Iowa.

Executive Summary:

- Proposed Revisions
- The University of Iowa is proposing changes to the pay grades of four P&S classifications and the addition of eight new classifications as detailed below. The revised class descriptions will be in the Regent Exhibit Book available at the Board meeting.
 - Regent Policy Manual §4.03 requires that the changes to the institutional professional and scientific classification plans involving the addition, deletion or changes to titles or pay grades be approved by the Board prior to implementation.
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- State law on comparable worth
- The pay grade assignments of these classifications have been made through application of the University's job evaluation instrument. This instrument, through a point factor system, evaluates classifications on skill, effort, responsibility and working conditions. This is done in compliance with the state law on comparable worth (Iowa Code §70A.18).
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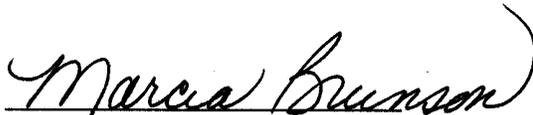
TITLE AND PAY GRADE CHANGES (FY 2003 salary ranges)

TITLE	PAY GRADE FROM	PAY GRADE TO	COMMENTS
From: Clinical Laboratory Scientist To: Clinical Laboratory Scientist II	5 (\$26,397 - \$49,188)	6 (\$28,565 - \$53,205)	The Level I classification has been added to this series to allow for greater opportunities for recruitment in a difficult labor market. The change in this series was discussed during the recent collective bargaining negotiations with SEIU and the classifications are noted in the new agreement.
From: Clinical Lead Laboratory Scientist To: Clinical Laboratory Scientist III	7 (\$30,896 - \$57,304)	8 (\$33,422 - \$61,996)	See comments above.
Director, University Bookstores	11 (\$42,331 - \$78,517)	13 (\$49,539 - \$91,912)	The duties, scope, responsibilities and complexity of this position have increased greatly since it was last reviewed in 1987. At that time there was only one bookstore located in the union. Currently, there are a Health Science Store and a Custom Publishing and Copyright Clearance unit, as well as other retail sites. In addition, there is a merchandise catalog and an e-commerce retail web site.
Director, Recreation Services	12 (\$45,806 - \$84,954)	13 (\$49,539 - \$91,912)	This classification has not been reviewed since 1983 and has increased in complexity with the addition of the McBride Nature Recreation Area that resulted in increased programs and staff.

NEW CLASSIFICATIONS (FY 2003 salary ranges)

TITLE	PAY GRADE	COMMENTS
Assistant Director – Office of Corporate Partnerships	11 (\$42,331 - \$78,517)	There is no existing classification that accurately reflects the specialized duties and responsibilities associated with this position. The proposed classification clearly reflects the evolving responsibilities of the office especially with regard to external constituencies. This classification will be responsible for proactively launching site visits to Iowa companies to match their business needs with University of Iowa of capabilities. Other responsibilities include pursuing new funding and having a larger role in facilitating linkages to advance rural community and economic development across the state.
Research Assistant II – Clinical Research Assistant	6 (\$28,565 - \$53,205)	The creation of this classification recognizes the increasing complexity of clinical research and special qualifications required for this position. This classification will be required to coordinate some aspects of clinical research trials. A degree in nursing and registered nursing licensure is required.
Assistant Director – Treasury	15 (\$57,997 - \$107,594)	This classification will be responsible for three crucial financial areas: investments, banking activities and financing and debt management. A specific responsibility will be managing and investing in accordance with policies of the University and the Board Regents the endowment and operating funds of the University. It will coordinate University banking activities to meet the day-to-day cash requirements of the University and manage University obligations such as paying, transfer and registered agent for \$260 million in outstanding Board of Regents bonds.
Clinical Laboratory Scientist I	4 (\$24,392 - \$45,238)	See comments for the Clinical Laboratory Specialist II on previous page.
Director – Women in Science and Engineering	12 (\$45,806 – \$84,954)	This classification will be responsible for development, programming and research that will increase the participation and advancement of women in science, math, engineering, and technology fields as well as serving as liaison to individuals, departments, and agencies in order to achieve the goals of increased participation.

Hazardous Materials Specialist I	4 (\$24,392 - \$45,238)	These three classifications will replace two existing classification – Hazardous Materials Specialist I and II in grades 4 and 8. By creating a three-level, employees can progress as they gain experience.
Hazardous Materials Specialist II	6 (\$28,565 - \$53,205)	See comments for Level I above.
Hazardous Materials Specialist III	8 (\$33,422 - \$61,996)	See comments for Level I above.



Marcia R. Brunson

Approved: 

Gregory S. Nichols